

**C O N F I D E N T I A L**



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## **Site Selection Worksheet**

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California Trade and Commerce Agency  
Office of Foreign Investment  
801 K Street, Suite 1926  
Sacramento, CA 95814  
(916) 322-3518  
FAX (916) 322-3401  
E-MAIL [ofi@commerce.ca.gov](mailto:ofi@commerce.ca.gov)

# CONFIDENTIAL

Completion of the following worksheet will aid the Trade and Commerce Agency staff in doing a comprehensive site and facilities search. All of the information is important; however, please do not feel obligated to include what may be sensitive or confidential. If all the information is not readily available, indicate that it will be forwarded at a later date by entering "FORWARD" in the appropriate blank.

We appreciate having the opportunity to work with you and your company. Your judgment in completing this worksheet will be respected. Thank you.

Company: \_\_\_\_\_ Date: \_\_\_\_\_

President/CEO: \_\_\_\_\_

Project Manager and Title: \_\_\_\_\_

Building/Street: \_\_\_\_\_

City/Region: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

## DESCRIPTION OF BUSINESS

Main operations: \_\_\_\_\_

Total assets: US\$ \_\_\_\_\_ Annual revenue: US\$ \_\_\_\_\_ Year: \_\_\_\_\_

Existing California operations: \_\_\_\_\_

Proposed California operations: \_\_\_\_\_

Proposed California product, technology, or service: \_\_\_\_\_

*Send completed worksheet to:*

PLEASE ATTACH YOUR  
BUSINESS CARD HERE

Matthew Flynn  
California Trade and Commerce Agency  
Office of Foreign Investment  
801 K Street, Suite 1926  
Sacramento, CA 95814  
(916) 323-8021 • FAX (916) 322-3401  
E-MAIL [flynn@commerce.ca.gov](mailto:flynn@commerce.ca.gov)

## GENERAL INFORMATION

### Operation/Expansion Schedule

When would you like to begin construction?

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

When does the facility need to be ready for occupancy?

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

When does the facility need to be in operation?

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

### Estimated Investment

Land: \$ \_\_\_\_\_

Building: \$ \_\_\_\_\_

Equipment:

Manufacturing \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

### Site Selection Factors

*Please rate the following 1-5 in order of importance to expand business in California (1=high; 5=low):*

\_\_\_\_\_ Government business incentive programs

\_\_\_\_\_ Part-time/temporary labor availability

\_\_\_\_\_ Proximity to engineering talent

\_\_\_\_\_ Land and building cost

\_\_\_\_\_ Building visibility

\_\_\_\_\_ Housing cost

\_\_\_\_\_ Transportation access

\_\_\_\_\_ Proximity to scheduled air service

\_\_\_\_\_ Proximity to deepwater port

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Seismic stability

\_\_\_\_\_ Telecommunications capacity

\_\_\_\_\_ Fiber optic availability

\_\_\_\_\_ Utility cost (gas and electric)

\_\_\_\_\_ Water availability and cost

\_\_\_\_\_ Waste water capacity and cost

\_\_\_\_\_ Proximity to colleges and universities

\_\_\_\_\_ Proximity to suppliers and customers

\_\_\_\_\_ Speed of express package delivery service

## LAND AND BUILDING REQUIREMENTS

Acres required: \_\_\_\_\_ (min.) to \_\_\_\_\_ (max.)

Building size required: \_\_\_\_\_ square feet

Office: \_\_\_\_\_ square feet

Warehouse: \_\_\_\_\_ square feet

Production: \_\_\_\_\_ square feet

Clean Room: \_\_\_\_\_ square feet

Refrigeration: \_\_\_\_\_ square feet

Clear ceiling height: \_\_\_\_\_ feet

Number of truck doors: \_\_\_\_\_ Dock level \_\_\_\_\_ Grade level

Number of parking spaces: \_\_\_\_\_

Other building requirements: \_\_\_\_\_

Outdoor storage: ☐ Yes ☐ No

*Please rate the following 1-5 according to preference (1=high; 5=low):*

\_\_\_\_\_ Purchase existing building

\_\_\_\_\_ Own new construction

\_\_\_\_\_ Expand existing building

\_\_\_\_\_ Build-to-suit/lease

\_\_\_\_\_ Lease existing building for \_\_\_\_\_ years

\_\_\_\_\_ Class A space \_\_\_\_\_ Triple net

\_\_\_\_\_ Class B space \_\_\_\_\_ Gross

## UTILITY REQUIREMENTS

### ELECTRICITY

**Immediate      Full Operation**

Demand (kilowatts)	_____	_____
Usage (average kilowatt hours per month)	_____	_____
Load factor (percentage of demand) — optional	_____	_____
Desired service voltage	_____	_____
Hours of operation (a.m./p.m.)	_____	_____
Operating days per week	_____	_____
Desired building amperage	_____	_____

### NATURAL GAS

Therms per month	_____	_____
Cubic feet per hour (in thousands)	_____	_____
Pounds per square inch (PSI)	_____	_____

### WATER

Gallons per day	_____	_____
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### WASTE WATER

Gallons per day	_____	_____
Suspended solids (pounds per day)	_____	_____
Biochemical oxygen demand (pounds per day)	_____	_____
Other: _____	_____	_____

### COMMUNICATIONS

**Yes                      No**

Fiber optics	<input type="checkbox"/>	<input type="checkbox"/>
Digital switching	<input type="checkbox"/>	<input type="checkbox"/>
High capacity T-1	<input type="checkbox"/>	<input type="checkbox"/>
Maximum distance to point of presence (POP): _____		
Other: _____		

Potential environmental or other issues: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TRANSPORTATION REQUIREMENTS

- ☐ **Truck**      Acceptable distance to interstate/major highway: \_\_\_\_\_ miles  
Number of trucks entering or leaving the facility each day: \_\_\_\_\_
- ☐ **Air**      Preferred distance to airport: \_\_\_\_\_ miles  
Type:    ☐ Commercial    ☐ Cargo    ☐ Private    ☐ International
- ☐ **Rail**      On-site:    ☐ Yes                      ☐ No  
Carloads per week: \_\_\_\_\_
- ☐ **Ship**      Preferred distance to deepwater port: \_\_\_\_\_ miles

## EMPLOYMENT INFORMATION

Total number of employees at all company facilities: \_\_\_\_\_  
Total number of employees at new facility: \_\_\_\_\_  
Number of transfers from existing operations: \_\_\_\_\_  
Number of new hires at new facility: \_\_\_\_\_

Number	New Hire Job Description	Proposed Wages
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## GEOGRAPHIC PREFERENCE

*Please rank the California regions according to your priority of interest (1=highest):*

- \_\_\_\_\_ Northern California
- \_\_\_\_\_ Greater Sacramento
- \_\_\_\_\_ San Francisco Bay Area
- \_\_\_\_\_ Central Valley/Sierra
- \_\_\_\_\_ Central Coast
- \_\_\_\_\_ Los Angeles
- \_\_\_\_\_ Orange
- \_\_\_\_\_ Inland Empire
- \_\_\_\_\_ San Diego



## COMPETITION FROM OTHER STATES/NATIONS

What other states or countries are being considered for your company's expansion?
